



Battery level indicator displays in top right hand corner of the screen

Soft Key
Voicemail

On/Off Button



Lock/Unlock
Mute

Navigation Button

- Ok confirms actions or used to enter the main menu
- Use ◀ or ▶ to adjust volume
- Use arrows to scroll through displaying information

BASIC OPERATIONS



Turning Handset On/Off

- Press , then the LCD screen lights up
- Place the Handset in the charger cradle to turn on automatically
- Long press  again to turn the Handset off

Locking/Unlocking keypad





- Long press  when the Handset is idle to lock the keypad.
- Long press  again to unlock the keypad.

Switching Silent Mode On/Off

- Long press  to switch the silent mode on
- Long press  again to switch the silent mode off

SHORTCUTS


While the phone is idle

- Press the **left soft key** to access the **call history**
- Press the **right soft key** to check the **line status**
- Press  to place an internal call
- Press  to decrease the ringer volume
- Press  to increase the ringer volume
- Press  to access the directory







HOW TO PLACE A CALL

To place a call directly




- Enter the desired number on the Handset, then press 

OR To place a call from the local directory

- Press  when the Handset is idle; select Local Directory
- Press  or  to highlight the desired number, then press  to dial

HOW TO ANSWER/END A CALL

To answer a call, do one of the following;

- Press the **Accept** soft key
- Alternatively press ,  or 

To end a call

- Press 



HOW TO PLACE A CALL ON HOLD

To place a call on hold

- Press the **Options** soft key during a call, press **Hold**.

To resume the call;


- Press the **Resume** soft key

If there are 2 calls on hold

- Press the **Resume** soft key to resume the current call
- Press the **Swap** soft key to swap between the two calls

HOW TO FORWARD A CALL

To enable Call Forwarding

- Press the  key to enter the main menu and select **Call Features > Call Forward**
- Press **▲** or **▼** to highlight the desired line, then press **OK** soft key
- Press **▲** or **▼** to highlight the desired forwarding type, then press **OK** soft key


Always Forward or Busy Forward or No Answer Forward

- Select **Enabled** from the **Status** Field
- Press **◀** or **▶** for the desired ring time to wait before forwarding (only for *No Answer Forward*) in the **After Ring Time** Field
- Press the **Save** soft key to accept



CONTACT DIRECTORY

To access the directory

- Press the  key to enter the main menu, and then select **Directory** OR
- When the Handset is idle press ▾




HOW TO TRANSFER A CALL

You can transfer a call in the following ways:

BLIND Transfer - The call is transferred directly without the need to announce the caller

- Press the **Options** soft key during a call and press **Transfer**
- Enter the number you want to transfer the call to
- Press the **Transfer** soft key

ASSISTED Transfer - Allows you to announce the caller prior to rereleasing the call

- Press the **Options** soft key during a call and press Transfer soft key
- Enter the number you want to transfer the call to
- Press ,  or  to dial out.
- Press the **Transfer** soft key after the call is answered.

